



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Superior Court | Position: Drug Court Manager

Who may Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 24: \$4,503-\$6,056/mo.

Posting Opens: 06/28/2016

Posting Closes: 07/15/2016 at 4:00 p.m.

DEPARTMENT / OFFICE

This is a non-represented position in the office of the Superior Court.

POSITION SUMMARY

Under limited supervision, administers the Drug Court Program on behalf of the Lewis County Superior Court; provides case management services to program participants; conducts a variety of community outreach functions; manages the Drug Court's administrative operations; prepares grant applications and administers grant funding; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Lewis County Superior Court
345 W. Main Street, 4th Floor
Chehalis, WA 98532**

or

**Human Resource Department RM 023
351 NW North St.
Chehalis, WA 98532**

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possess knowledge, skills and abilities as identified in the job description.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received in the Superior Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to Susie.parker@lewiscountywa.gov. *If following the online application process, no hard copies need to be mailed.*

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice, Social Work, or a closely related field; AND three (3) year's program *(or experience in lieu of education as outlined in Section 2.0 of the Lewis County Handbook)*
- development and outreach experience.
- Valid Driver's License
- Ability to speak, read, and write the English language effectively

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.